

Federal Annual Certification Report

Instructions

(Please retain these instructions for your records)

Law Enforcement Agency: Enter the complete name of your state or local law enforcement agency. Check the appropriate box to indicate type of agency. Acronyms should be spelled out. If a task force, provide a list of member agencies, addresses, and amounts transferred.

Contact Person: Enter the name of the person who can provide additional information on the certification report.

E-mail Address: Enter the e-mail address of the contact person or the e-mail address of the agency.

Mailing Address: Enter your agency's complete mailing address (number, street, city/town, state, and zip code).

Telephone Number: Enter the phone number of the contact person, including area code and extension, if any.

Fax Number: Enter your agency's fax number including area code.

Agency Fiscal Year Ends on: Enter the ending date (month/day/year) of your agency's fiscal year, *e.g.*, 6/30/02.

NCIC/ORI/Tracking No.: Enter your valid FBI-issued National Crime Information Center (NCIC)/ORI code—*e.g.*, CA0000000—or tracking number assigned by AFMLS.

Beginning Equitable Sharing Fund Balance: Enter on line 1 the amount in *your* federal forfeiture fund account at the beginning of *your* fiscal year. Separate Justice from Treasury fund balances. *Include under Justice funds:* shared cash and/or proceeds received from: DEA, FBI, INS, U.S. Attorney's Office, U.S. Postal Inspection Service, FDA, and USDA. *Include under Treasury funds:* shared cash and/or proceeds received from: the IRS, ATF, U.S. Secret Service, and U.S. Customs Service.

Federal Sharing Funds Received: Enter on line 2 the total amount of shared cash and/or proceeds received from the federal equitable sharing program. For example, if your fiscal year ends 6/30/02, include all sharing funds received from 7/1/01 through 6/30/02. Separate Justice funds from Treasury funds.

Transfers From Other Law Enforcement Agencies: Enter on line 3 amounts received from other law enforcement agencies. If your agency received \$10,000 from a task force, enter this amount on line 3. Attach a list of law enforcement agencies.

Other Income: Enter on line 4 the proceeds from the sale of shared property or any amounts returned to your forfeiture fund account, *e.g.*, received \$10,000 for the sale of a car placed in official use.

Interest Income Accrued: Enter on line 5 the interest earned on *your* federal forfeiture fund account during *your* fiscal year. Account for Justice and Treasury interest income separately. Check box if the funds are in a non-interest-bearing account.

Total Equitable Sharing Funds: Add the beginning sharing fund balance (line 1), the sharing funds received (line 2), sharing funds received from other law enforcement agencies (line 3), other income (line 4), and interest income (line 5). Enter on line 6 the total amount.

Federal Sharing Funds Spent: Add items a through n. Enter the total amount on line 7.

Equitable Sharing Fund Balance: Subtract the sharing funds spent (line 7) from equitable sharing funds received (line 6). Enter on line 8 the ending balance.

Appraised Value of Other Assets: Enter on line 8 the fair market value of any property received, *e.g.*, if the fair market value of a car is \$10,000, then enter \$10,000 on line 8. *Note:* When the car is sold, the proceeds of the sale must be recorded as other income (line 4) in the year sold.

Summary of Shared Monies Spent: Enter on lines a-n the total amount spent for each item listed.

Total Spent on Drug Education and Awareness Programs: Enter on line j the total amount your agency spent conducting drug education and awareness programs.

Total Spent on Other Law Enforcement Expenses: Enter on line k the total amount of expenses not listed in items a through j. Attach list of expenditures.

Total Transfers to Law Enforcement Agencies: Enter on line l the amounts transferred to other state and local law enforcement agencies. Attach list of recipients with their addresses and include amount of cash, property, and proceeds transferred. Verify that the recipients have submitted a Federal Equitable Sharing Agreement to both the Departments of Justice and the Treasury.

Total Permissible Use Transfers: State and local law enforcement agencies may use up to 15 percent of shared funds to support drug abuse treatment, drug and crime prevention education, housing and job skills programs, or other nonprofit community-based programs or activities, which are formally approved by the chief law enforcement officer (*i.e.*, chief, sheriff, or prosecutor) as being supportive of and consistent with a law enforcement effort, policy, and/or initiative. This provision requires that all expenditures be made by the law enforcement agency and does not allow for the transfer of cash. Enter on line m the total of the amounts transferred to eligible non-law enforcement agencies and private groups. Attach list of recipients with their addresses, and direct expenditures made on behalf of the eligible agencies and groups.

Amount Transferred to and Used for Drug Abuse and Prevention Programs: Enter the total amount of line m that was transferred to eligible non-law enforcement agencies and private groups for drug abuse treatment and prevention programs.

Total Spent on Matching Grants: Enter on line n amounts your agency spent to match grants.

Total Annual Law Enforcement Budget for your Jurisdiction for Current Fiscal Year: On line o, enter your agency's budget for the current fiscal year. If completing the certification for FY 2002, enter your agency's budget for FY 2003.

Total Annual Budget for Non-Law Enforcement Agencies for Current Fiscal Year: Enter on line p your state/county/city's budget for the current fiscal year minus all funds budgeted for local law enforcement agencies. For example, if Main City's total budget for FY 2002 is \$100 million and \$20 million is budgeted for the Main City Police Department, enter \$80 million on line p.

Total Annual Law Enforcement Budget for your Jurisdiction for the Prior Fiscal Year: On line q, enter your agency's budget for the prior fiscal year. If completing the certification for FY 2002, enter your agency's budget for FY 2002.

Total Annual Budget for Non-Law Enforcement Agencies for Prior Fiscal Year: Enter on line r your state/county/city's budget for the prior fiscal year minus all funds budgeted for local law enforcement agencies. If completing the certification for FY 2002, enter your agency's budget for FY 2002.

Law Enforcement Agency Head or Authorized Representative: The head of your law enforcement agency (or the authorized representative) must sign and date the form. (Examples of law enforcement agency head or authorized representative include the following: police chief, district attorney, sheriff, undersheriff, deputy chief, etc.). Name and title of the signatory must be printed or typed. By signing the agreement, the head of the law enforcement agency (or the authorized representative) certifies that this report is an accurate accounting of funds received and spent by the law enforcement agency under the federal equitable sharing program during this reporting period.

Governing Body Head or Representative: The head of your governing body (or the authorized representative) must sign and date the form. (Examples of governing body head or authorized representative include the following: city manager, county executive, mayor, county judge, etc.) Name and title of the signatory must be printed or typed. By signing the certification, the head of the governing body (or the authorized representative) certifies that this report is an accurate accounting of funds received and spent by the law enforcement agency under the federal equitable sharing program during this reporting period. For purposes of this form, a governing body is an institution or organization that has

appropriations authority—that is, the agency that gives your agency its budget—over the state or local law enforcement agency. A law enforcement official should not sign for the governing body unless he/she has appropriations authority.

Mail the Federal Annual Certification Report to:

U.S. Department of Justice/ACA Program
10th and Constitution Avenue, NW
Criminal Division/AFMLS
Bond Building, Tenth Floor
Washington, DC 20530
Fax: (202) 616-1344

Executive Office for Asset Forfeiture
U.S. Department of the Treasury
740 15th Street, NW, Suite 700
Washington, DC 20220
E-mail address: treas.aca@teoaf.treas.gov
Fax: (202) 622-9610

A copy of the report must also be sent to the U.S. Attorney in the district in which the recipient agency is located.